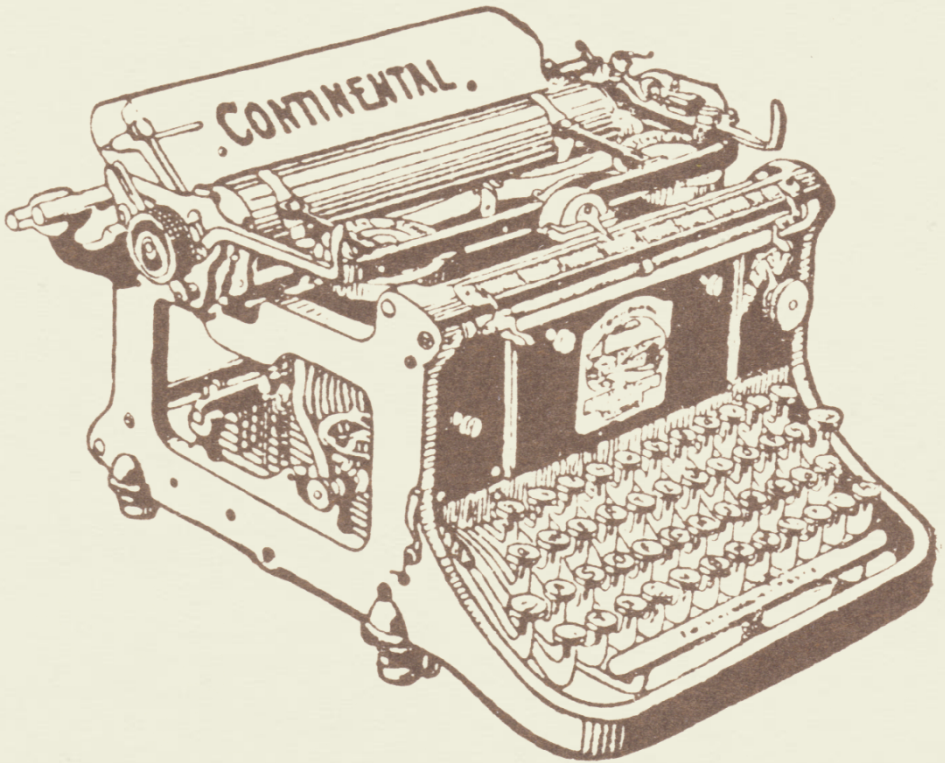
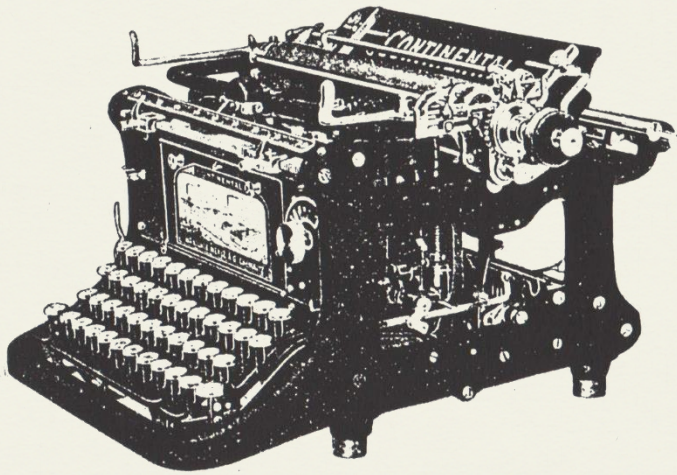


Continental- Typewriter



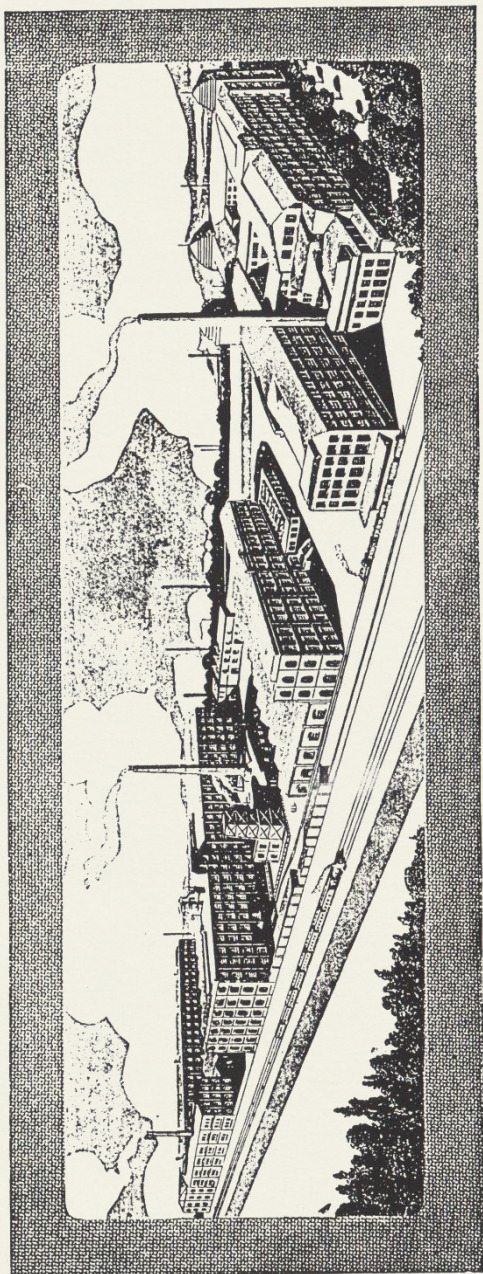
Instruction Manual

INSTRUCTION MANUAL
FOR THE
"CONTINENTAL" TYPEWRITER.



WANDERER-WERKE A.-G.
SCHÖNAU BEI CHEMNITZ.

English Translation - 2023 - Otto Koponen



Wanderer-Werke A.-G., Chemnitz-Schönau.

Table of contents

	Page
15 Main rules	5
General info	
Introductory remark.....	7
Unboxing the Continental	7
Secret key lock	8
Packing up the Continental	9
Setting up the Continental.....	9
 Handling the Continental	
The keyboard	11
Fingering.....	13
Edge scale	13
Inserting paper.....	14
Releasing the carriage.....	15
Type printing point.....	15
Typing action	15
Line advance	16
Line spacing adjustment	17
Writing on lined paper	17
Platen freewheel	17
Line length setting	18
Margin stops.....	18
Bell	19
Twin-levers.....	19
Drawing lines.....	20
Corrections	21
Do not pull paper out of the machine backwards	22
Clip-on card holder	22
Beauty of the type	22

The ribbon	Page
Inserting the ribbon.....	23
Automatic ribbon reverse	26
Changing the ribbon.....	27
Writing with a two-color ribbon.....	28
 Duplications	
Carbon copies.	30
Wax matrices.....	32
 Technical	
Changing the platen roller	33
Cleaning the machine	34
Oiling the machine.....	35
Removing and reinserting type levers	36
 The decimal tabulator of the “Continental”	37
Operating the tabulator	38



15 main rules

for the

Treatment of the "Continental"



1. The machine must be covered overnight or as long as it is not in use. Cleanliness protects, uncleanliness destroys.
2. Brush out the type every morning and wipe out the spaces between the type levers with a narrow brush to remove any remaining eraser crumbs.
3. If a type lever does not move freely, it must be removed and cleaned at the friction surfaces.
4. The type levers may only be oiled at the bearing points and only covered with a light layer of oil, because the oil decomposes and attracts eraser crumbs.
5. The oiling of the machine must not be neglected or exaggerated. Once a week it is necessary to oil moderately:
 - a) the front and rear carriage rails (the bearings then share the oil),
 - b) the guide slot in the line advance mechanism (on the right behind the return lever).
6. Before oiling any parts, the old layer of oil must be removed from them.
7. Only pure Neatsfoot oil may be used, no vegetable oil.
8. The platen freewheel mechanism must never be oiled.
9. To access the pivots points of the paper feed rollers, you do not need to remove the platen roller; by pushing the carriage to the outermost stops, the pivots are accessible from below.
10. If the platen roller or paper feed rollers are dirty or have become too smooth from the paper, they should be rubbed with **spirit** without being dried. **Petrol must never be used for this purpose**; it destroys the rubber parts.

11. Care must be taken when cleaning the internal parts of the machine; be careful when working around springs.
12. Each machine includes:

1 strong, round brush 1 narrow, flat brush 1 Wool & leather cleaning cloth 1 type brush with metal hairs 1 patent oiler 1 bottle of oil	}	Anything missing or unusable must be replaced
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13. Fiddling with the mechanism, screwing or adjusting parts can lead to malfunctions.
14. Only ribbons of the correct width may be used on Continental ribbon spools.
15. If you are using a felt pad that is too soft, and the machine feet sink so deeply into it that the carriage motion is hindered, place a thick cardboard or wooden sheet under each foot to prevent them from sinking.



General Info



Preliminary remark

The design of the Continental typewriter is so clear and concise that every typist will find their way around it immediately. Nevertheless, a thorough study of the following instruction manual is strongly recommended to everyone.

Each machine is subjected to a very thorough inspection before shipping. If, however, for any reason (e.g. as a result of a transport accident) there are any malfunctions during their use, we ask the buyer to inform us or the representative so that information can be provided on how to rectify the problem. Non-professionals should refrain from interfering with the mechanism before we have given the necessary instructions.

Unpacking the Continental

Machines that are equipped with a wooden protective box can easily be lifted out of the box after removing the crate lid.

If the machines are **equipped with protective metal boxes**, as indicated by 6 black screw heads visible on the bottom of the box, the bottom of the box must be unscrewed, then the box must be carefully folded over and lifted from its bottom. You then have to lift the sheet metal protective box off the machine, remove the 6 strong screws that go through the bottom of the box and the base board, and the machine is free.

The straps attached to secure the carriage during transport must now be removed.

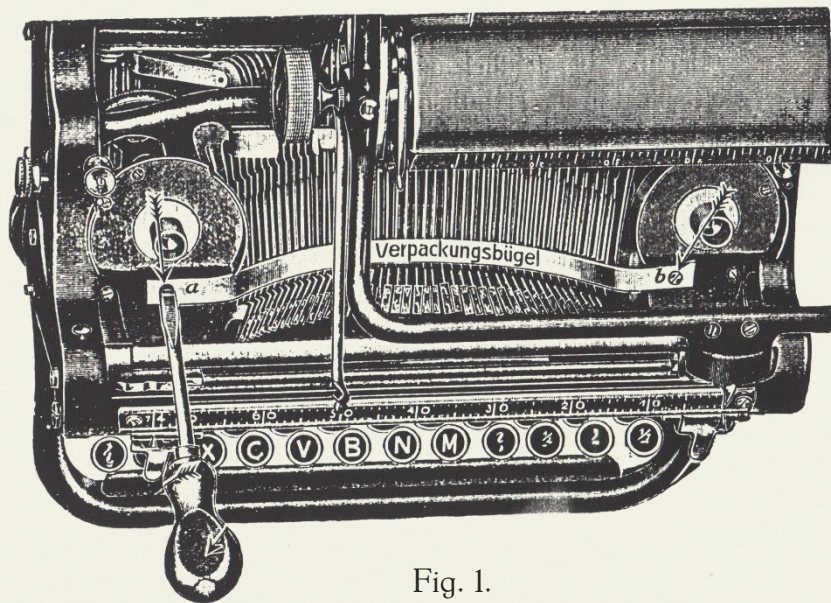


Fig. 1.

In addition, the **metal bracket** placed across the type levers must be removed. Remove this bracket, which serves to secure the type levers, by loosening the two screws a and b (Fig. 1) using the screwdriver in the accessory box. To gain easy access to the screws, push the carriage of the machine all the way to the right, as shown in the illustration, and then all the way to the left.

Finally, the small toggle (No. 945, Fig. 3) on the left side panel for the **secret key lock** must be set horizontally to release the keys. If this toggle is vertical, the buttons cannot be operated and the machine cannot be used by uninitiated persons.

Packing up the Continental

The packing of the Continental must be carried out in accordance with the above explanations, namely:

1. the machine must be screwed onto the lower board;
2. the metal bracket must be screwed tight; if this is not on hand, it is also sufficient if the keyboard is locked by the secret key lock; in the latter case, the type basket must be filled with crumpled up paper;
3. the carriage must be firmly tied to the frame to prevent it from moving during transportation and to prevent damage to the machine;
4. the machine must be firmly bolted to the bottom of the crate if it is fitted with a sheet metal protective box.

Setting up the Continental

Before using the machine, unscrew the base board and attach the rubber feet to the frame using the 4 screws in the accessories box (Fig. 2). It is essential to remove the base board as otherwise the typing noise would be unnecessarily amplified. It is advisable to place a strong, not too soft felt pad underneath to reduce the noise.

The machine must be installed in a room that is as dust-free as possible, not too high and not too low.

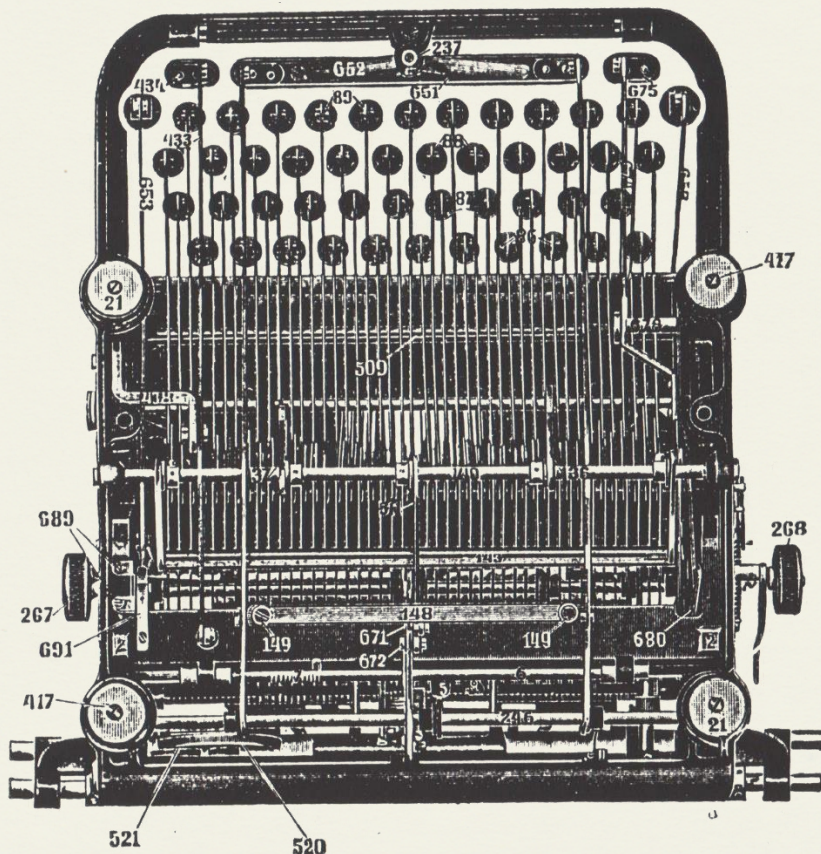


Fig. 2.

It is positioned correctly when the typist's forearms are in a horizontal position when striking the upper row of keys. If the machine is positioned incorrectly, the arms will soon become tired and performance will decrease. (The most suitable height for the table is 65-70 cm).

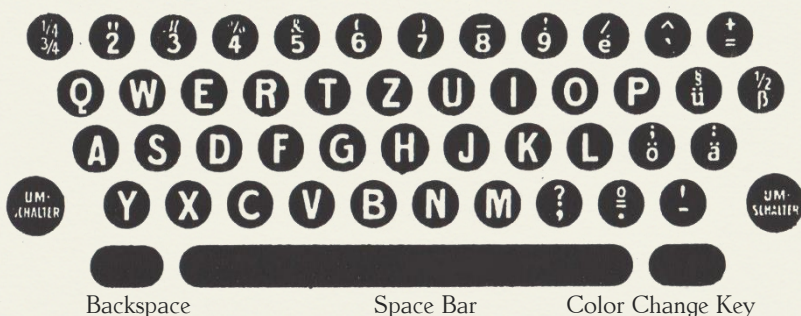


Handling of the Continental



The keyboard

The Continental has **45 keys for the type**, which can be used to print 90 characters.



In the universal keyboard no. 1 these are: the numbers 2 to 9,

the upper and lower case letters of the alphabet,

the lower case characters for the umlauts "ä ö ü",

the letters "é and ß",

the characters , ; : . () " ? ' ! - ^ ` / + = § ¨ ½ ¼ ¾ M % & _

The number "1" is represented by the lowercase "l".

The number "0" is represented by the capital "O".

You can also write:

the degree sign ° by turning the platen roller back slightly and pressing the o key,

the diameter sign Ø by **simultaneously** pressing down the shift key and space bar and successively pressing the O key and the / key,

the multiplication sign by simply striking the letter x or the dot,

the Roman numerals with the capital letters I V X L C D M, the characters à è ì ò ù â ê î ô û (which appear in certain foreign languages) by pressing one of the two accents ` ^ and the corresponding letter. The space bar does not need to be pressed down, as the accent key is a **dead key**, i.e. it is set up so that the carriage does not move when it is pressed; these accents must therefore be pressed first and then the corresponding letter.

To enter **spaces** between the individual words, press the narrow and long space bar.

The backspace button is used to move the carriage back step by step when making small corrections, crossings out, etc. This requires more forceful pressure as the force of the spring pulling the carriage in the opposite direction must be overcome.

To **constantly write capital letters** or the upper characters, the toggle no. 750 (on old model 662) Fig. 3 on the left side wall of the machine must be brought into the horizontal position by pressing it down.

Fingering

It is advisable to get used to hitting the left-hand keys with the fingers of your **left hand** and the right-hand keys with the fingers of your **right hand**.

Most typists mainly use the index and middle fingers, but it is a good idea to use the other fingers as well, namely the little finger to press the shift, backspace and color change keys and the thumb to press the space bar. The other three fingers are used in the same way to press the letter keys. Make it a rule to always use the left shift key when the right hand is busy on the right half of the keyboard and, conversely, the right shift key when the left hand is busy.

For those who are interested in the ten-finger writing method, we recommend the relevant guide by Mr. Karl Borchert, Berlin-Rutnmelsburg.

Edge scale

First, slide the edge scale 414 in the accessory box into the opening located in the center of the upper edge of the paper table 823 (Fig. 3).

To prevent the sheets from being written on up to the very bottom edge, the following precaution is recommended. Feed a sheet of paper in the machine as if you wanted to write the bottom line and place the slider on the edge scale on the number on which the top edge of the sheet rests. **If a new sheet of paper of the same size is now inserted**, it will hit the slider when it has been written up to the bottom line. This indicates to the typist that the paper is to be turned over.

Inserting paper

The sheet of paper to be inserted is placed on the **paper table** 823 (Fig. 3) with the upper edge facing downwards and the side to be written on facing away from you (the edge scale serves as a support for the sheet). The sheet should rest against one of the guides on the left (824, Fig. 3) and right (825, Fig. 3) of the paper table. Then turn the platen roller forwards using one of the two black knobs 267 (Fig. 3) and 786 (Fig. 4) until the upper edge of the sheet is visible in front of the platen roller. Now lift the **nickel-plated bail** (761, Fig. 3 and 4) running across the platen roller slightly upwards and push the paper, which you have turned a little further at the same time, underneath it. The bail is then returned to its original position. On machines that have paper fingers in place of the bail, no corresponding manual operations are necessary. - You can now start writing. - See page 32 paragraph 3 regarding paper insertion.

If the paper has been **inserted at an angle** - which is almost impossible with the Continental - it is released by pulling one of the two levers 290 (Fig. 3) and 291 (Fig. 4) located behind the platen knobs forward and pulling it into the correct position.

If you want to write on narrow paper, slide the left paper guide to the right after releasing it by loosening the nut on it. If the machine has paper fingers instead of the paper bail, these must also be moved accordingly.

Releasing the carriage

By pressing down the lever 871 (Fig. 3) on the left of the carriage, the carriage is released so that it can be moved to the left and right as required.

Type printing point

The position of the character to be imprinted is located directly above the slot of the **type lever guide** no. 32 (Fig. 6). The horizontal line indicators with scales next to the guide **indicate the exact height of the character line.**

Typing action

When a key with two characters on top of each other is pressed, the lower of the two characters is always printed. If the key has a capital letter of the alphabet, the corresponding small letter appears on the paper when it is pressed.

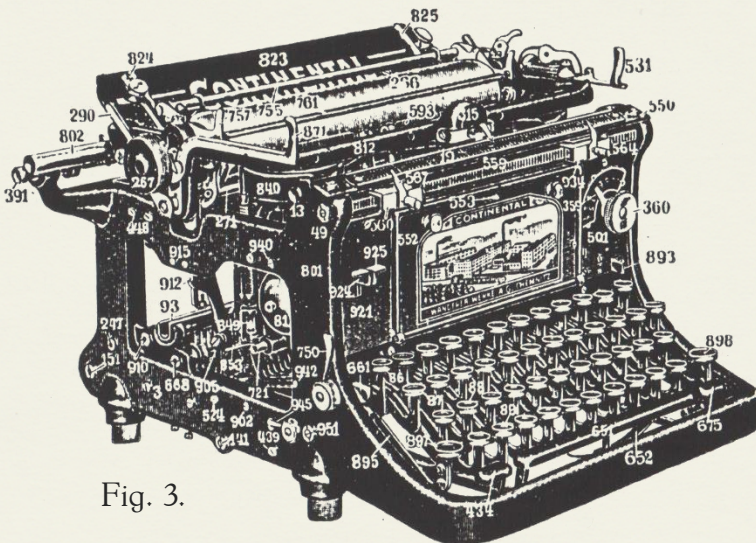


Fig. 3.

If you continue to apply pressure to the lever after it has switched the line, the carriage will slide to the right. The practical typist will therefore advance the paper and move the carriage to the beginning of the next line with a single movement.

Line spacing adjustment

Three different line spacings can be achieved with the Continental, namely:

4.24 mm = postcard line spacing

8.48 mm = letter line spacing

12.72 mm = file line spacing.

Lever no. 589 (Fig. 4) (to the right of the carriage frame) is used to set the various line spacings. This lever must be set all the way down if the medium line spacing of 8.48 mm (for letters) is required. To achieve the smallest line spacing of 4.24 mm (for postcards), the lever 589 (Fig. 4) must be positioned horizontally, and to achieve the largest line spacing of 12.72 mm, it must be positioned fully upwards.

Writing on lined paper by using the platen freewheel

To be able to write on ruled paper, press the button on the right-hand platen knob; this makes the platen roller rotate freely and it can now be set to any given line by turning the knob. (The platen freewheel button must remain pressed in during rotation). The line height is indicated by the blue line height pointers No. 593 (Fig. 3 and 4) located to the left and right of the type lever guide. It should be noted that the roller can also be moved freely by moving back the small lever 346 (Fig. 7) above the right hand platen knob. **The platen**

freewheel must not be oiled. (For more details, see page 37.)

Line length setting

On the front upper beam of the machine frame there is a line scale No. 19 (Fig. 3); below this is a rail on which there are **two movable clamps** (so-called **margin stops**), each of which carries a pointer pointing to the scale. These two pointers limit the distance within which the carriage can move back and forth when writing.

To set the line length, the numbers at which the line is to begin and end are read from the **nickel-plated bail** 761 (Fig. 3 and 4, formerly No. 489), which lies on the platen roller, and the two margin stops are set to the same numbers on the line scale No. 19.

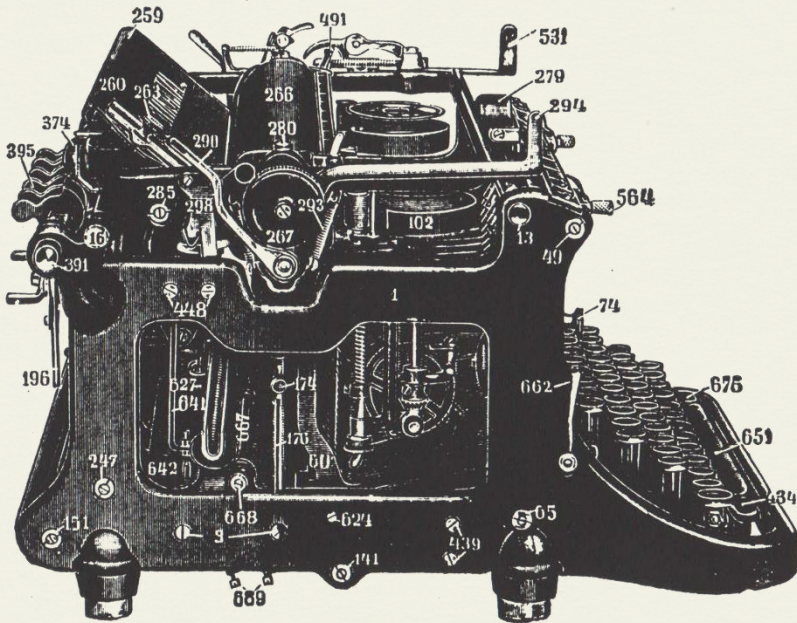


Fig. 5.

If the machine is not equipped with the bail 761, but with the movable **paper fingers**, the carriage is moved to so that the point on the paper on which the first letter of the line is to be printed is placed in front of the type lever guide. Then adjust the right-hand margin stop, which is moved by pulling its small handle 564 (Fig. 5), so that its pointer is against the pointer on the carriage. Proceed in the same way to set the end of the line with the left hand margin stop.

As soon as the carriage reaches the sixth division mark before the set end of line, a **bell** sounds to indicate to the typist that the end of the line is approaching. Once the last 6 characters have been written, the keys lock automatically. However, you can unlock the keys by pressing the margin release lever and then continue writing, as described below in the following paragraph.

Twin-levers

The twin-levers 924 and 925 (Fig. 3) serve several purposes:

- a) It is primarily used to **release the key lock** when you have reached the end of the line while writing, the keys are locked and the carriage has come to a standstill after the bell signal. Pressing the **right-side lever, or both**, is sufficient to unlock the keys and then continue writing until the end of the scale is reached.
- b) By pressing **both** buttons and pulling the carriage to the right at the same time, this device then allows the carriage to slide over the margin stop when pulling to the right. This is important in order to be able to **write comfortably outside the left margin**, e.g. keywords.

- c) Finally, if you press the **right** button alone and simultaneously drag the carriage to the right, it will stop approx. 2 cm before the set left margin. In this way, uniform **indentation** distances are achieved at the beginning of line sections.

Drawing lines

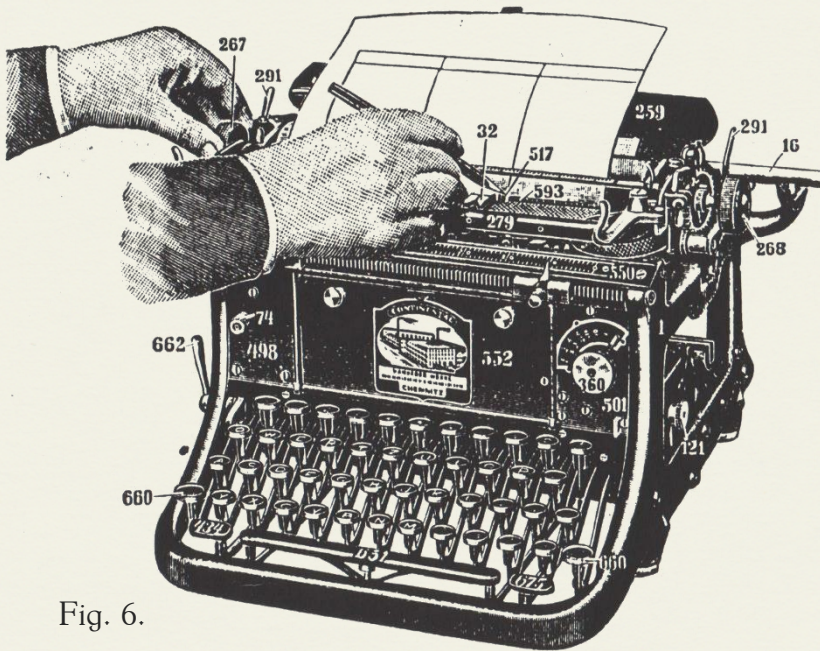


Fig. 6.

To draw lines, a pencil is placed in a notch in the ribbon carrier guide no. 517 (Fig. 6). Moving the carriage back and forth produces **horizontal** lines, turning the platen roller produces **vertical** lines. To produce the vertical lines, the roller is made freely rotatable by moving back the small lever 346 (Fig. 7), which is located above the line switching wheel.

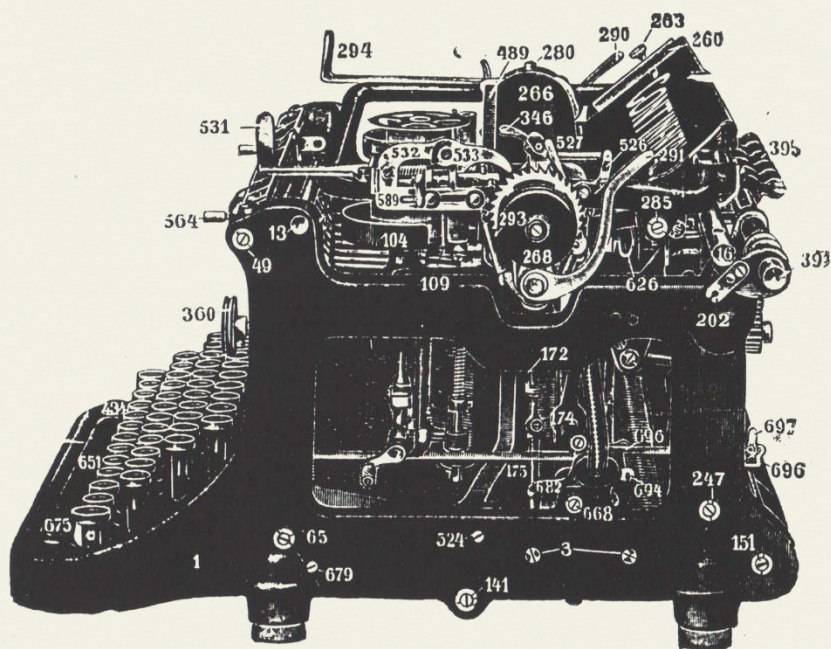


Fig. 7.

Corrections

In order to make corrections, use the platen knobs to bring the area to be erased about two fingers' breadth above the typing point and then pull the carriage to the right or left side of the machine, depending on the position of the word to be corrected, **so that the eraser dust cannot fall into the mechanism.** If it is not possible to erase outside the mechanism, **the dust is blown backwards** over the sheet of paper during the erasing process so that it cannot fall into the inside of the machine. Once you are finished with the correction, simply turn the paper back again and bring the carriage to the part of the sheet to be written on.

Do not pull paper out of the machine backwards,

because when a new, heavily soaked ribbon is in the machine, the writing easily sticks to the paper feed rollers and then leaves marks on the paper, like printing rollers, which must of course be avoided. If a sheet written with a new ribbon is to be fed into the machine again, e.g. for corrections or additions, a **clean sheet of paper is placed over the written side of the sheet**, which is pulled through completely and torn off at the point where it is to be written. The rest of this cover sheet remains in the machine until the sheet is removed, so that the writing does not come into contact with the paper feed rollers. If the ribbon has already been used for some time and has become drier, such manipulation is not necessary, as a test will show.

Clip-on card holder

All machines include an clip-on card holder 888 (Fig. 12), which makes it easier to write on the postcards. This is simply inserted into the eyelets attached to the ribbon carrier guide.

Beauty of the type

The beauty of the type depends not only on **the way it is struck** when writing, but also on the **quality of the paper**, the **thickness of the backing**, the **hardness of the platen roller** and the **quality of the ink ribbon**.

If a sheet of blotting paper is placed under the sheet to be written on, the writing will be thicker than usual. New copying ribbon writes more boldly than a copied or non-copying one. A soft platen roller produces a smoother, more even writing than a hard one. **Heavily satinized or sized papers do not accept the ink well; use special typewriter paper, which is available in every paper shop.**

The ribbon



Inserting the ribbon

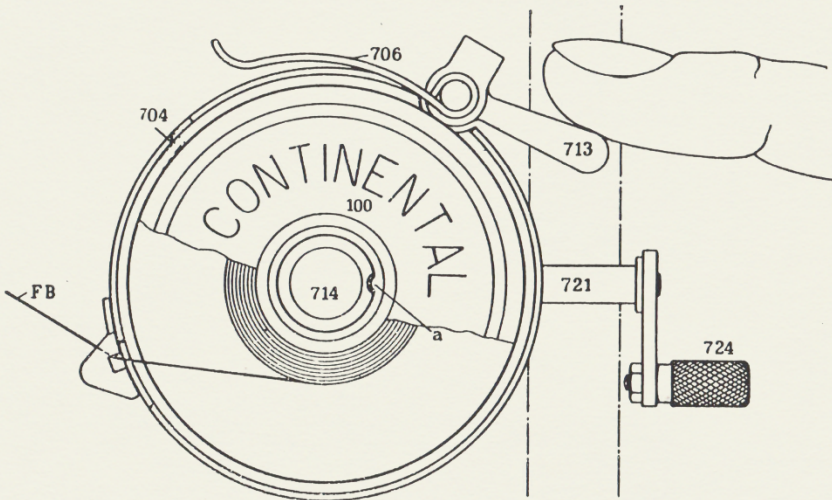


Fig. 8.

After the end of the new ribbon has been attached to a spool by means of a clamp or hook, both spools are held so far apart that the distance between them is about 25 cm when the ribbon is taut, and then placed on the cylindrical drivers 714 (Fig. 8). For this purpose, the small black levers 713 (Fig. 8), which are attached to the feeler levers 706 (Fig. 8), must first be pushed forward. This causes the feeler levers 706 to move out of the way and make room for the spools to be pushed onto the drivers. The spool is then inserted so that the notch "a" lines up with the groove on the driver 714; if necessary, the driver is turned by means of the ribbon crank 724 (Fig. 8) until the notch and groove coincide. After releasing the lever 713, the feeler lever 706 rests against the ribbon and

ensures that the ribbon is wound up evenly due to the spring pressure. The ribbon is then fed into the guide slots F (Fig. 9) of the two ribbon spool cups.

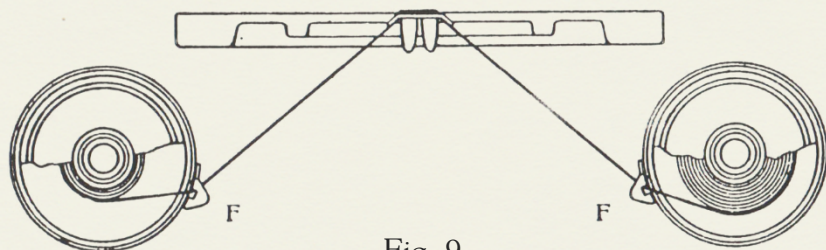


Fig. 9.

Depending on the size of the spools, ribbons of no more than 12 meters in length should be used on Continental spools. Faults are often only caused by using ribbons that are too long or spools that do not fit.

Before inserting the new ribbon, pay close attention to the winding direction of the spool. If the ribbon is not properly wound, it can easily be rewound in the machine.

Now it is time to insert the ribbon into the ribbon carrier 161 (Fig. 10). For this purpose, the ribbon (after the carrier has been raised by pressing down the shift lock 750 (Fig. 3) on the left-hand machine wall to facilitate the work) is gripped with both hands and pushed behind the two C-shaped arms b and c (Fig. 10 and 11) of the carrier so that it is behind the carrier, directly in front of the platen roller.

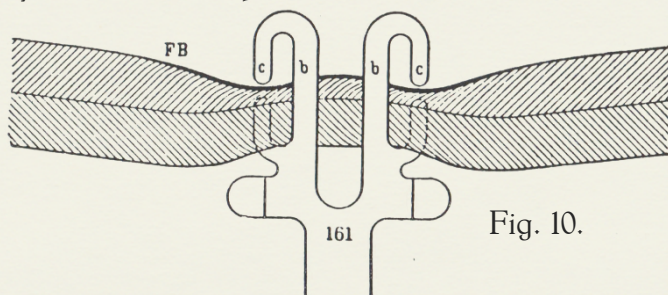


Fig. 10.

The lower edge of the ribbon is now pulled through the slits of the two arms c and pushed down the slit, as shown in Fig. 10. The same manipulation is then carried out in the upward direction so that the upper edge of the ribbon also slides upwards. The view from the front must then be such that the two outer webs c of the fork are covered by the ribbon, while the middle supporting webs b remain visible, as shown in Fig. 11. This completes the insertion of the ribbon into the carrier.

With two-color ribbons, make sure that the most used color is at the top.

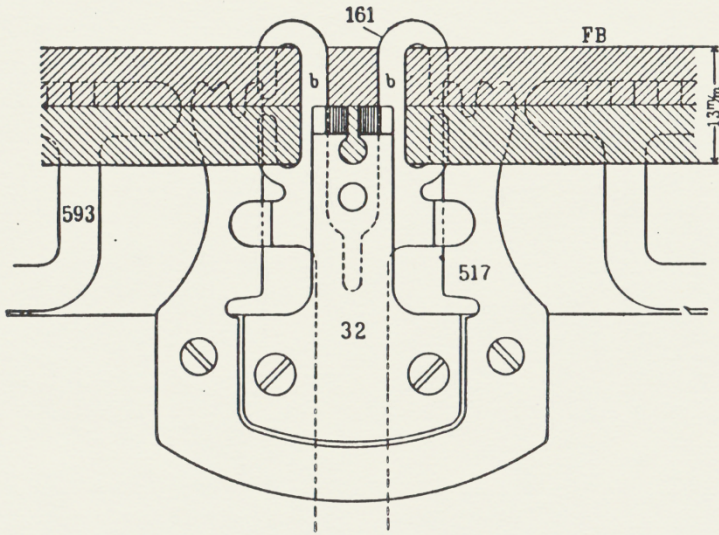


Fig. 11.

Automatic ribbon reverse

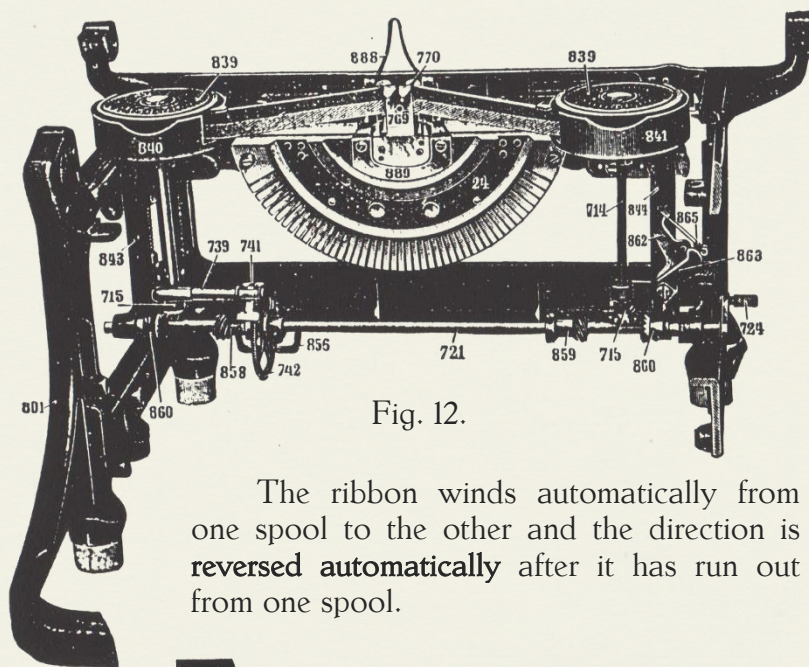
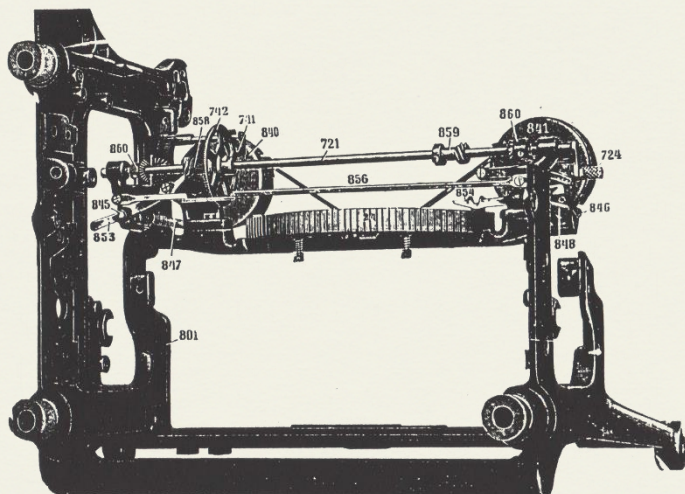


Fig. 12.

The ribbon winds automatically from one spool to the other and the direction is **reversed automatically** after it has run out from one spool.

Fig. 13.



Changing the ribbon

When using monochrome ribbons, the type only ever strikes the upper half of the ribbon and only wears this half; the ribbon is only advanced when a type is actually printed, i.e. when the space key is pressed or when the tabulator skips several places, it does not advance any further; this ensures absolutely even wear of the ribbon and always uniformly strong, clean type with the greatest economy. If this half is no longer usable, the tape should be turned over, provided it is in one color. To do this, first remove the ribbon from ribbon carrier no. 161 (Fig. 10 and 11) located behind the type lever guide and from the two guide slots F (Fig. 9). To be able to remove the ribbon spools, you must first push the two feeler levers located next to the spools off the ribbon, which is done by pulling the small levers located at the lower end of the feeler lever axle (visible on the two side walls of the machine) slightly forward.

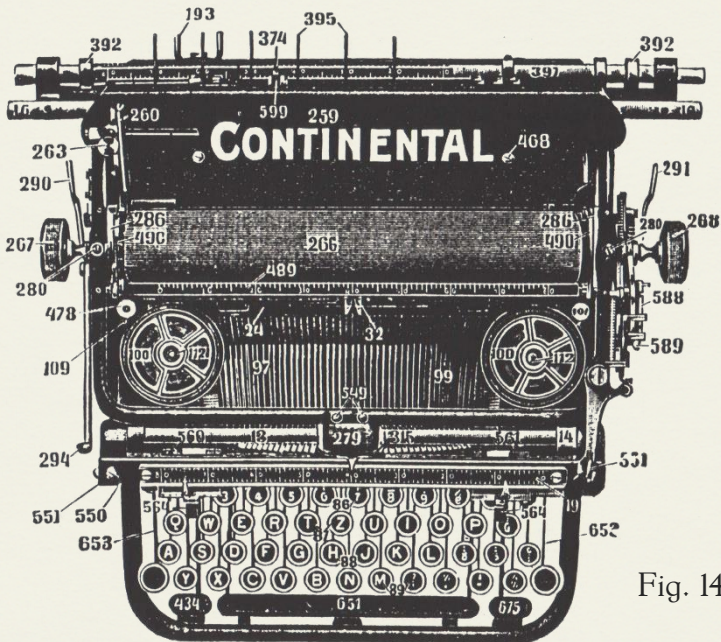


Fig. 14.

The feeler levers move away from the ribbon spools and these can then simply be lifted off their axles. To make this possible, the carriage must first be moved to its extreme left and then to its extreme right position. After the bobbins have been lifted off, they are dropped into the type lever basket, the door in the front wall of the machine is opened and the bobbins are removed. Inan then reinserts them, namely the former left-hand spool in place of the right-hand one and vice versa, with the former upper edge of the belt facing downwards, and then pulls the belt into the carrier 161.

Writing with a two-color ribbon

A special device in the Continental makes it possible to use two-color ribbons for the purpose of highlighting important words in letters by using a different color. A two-color ribbon must be inserted into the machine in such a way that the color strip required for normal writing forms the upper half, because in normal writing the upper half of the ribbon can always be used for printing. If you now want to write in the color of the lower half of the ribbon (usually red is selected for this), press the **color change button** 675 (Fig. 14) located to the right of the space bar. The next time you press the key, the ribbon is lifted so that the type hits the lower part of the ribbon. If you want to continue writing in the first color, press the color change button again. The color in which the type will appear, namely red or black, can be seen from the position of the small **indicator head** 893 (Fig. 4), which is visible in the lower right-hand corner of the front cover of the machine. If the red head protrudes a little from the wall, the writing will appear in red, otherwise you that the writing will be in the normal color.



Duplications



Carbon copies

Carbon copies are produced on the machine using the so-called carbonless copying process using carbon paper (blue paper). The number and clarity of the carbon copies depend mainly on the quality and thickness of the paper used. The hardness of the platen roller is also of decisive importance. If the aim is to achieve a large number of carbon copies, the use of a hard platen roller is highly recommended.

To make carbon copies with the machine, place a sheet of carbon paper between each of the sheets of paper to be written on. A folded strip of paper about 50 mm wide is then placed over the upper edge of the stack of papers in order to guide the whole thing more securely into the machine. To do this, help the paper feed a little by pulling the paper release levers 290 and 291 (Fig. 3 and 4) slightly forwards. As soon as the folded paper strip appears in front of the platen roller, it must be removed.

If **creases or impressions** of the carbon paper occur when inserting thin paper for the purpose of making a large number of carbon paper copies, this is certainly only due to insufficiently careful insertion of the stack of papers if the paper table of the machine is in order and not bent. Therefore, please note the following. The paper stack should not be held by hand, as the edge can then easily not be gripped evenly by the feed roller over its entire length; at most, the hand may serve as a support for the paper.

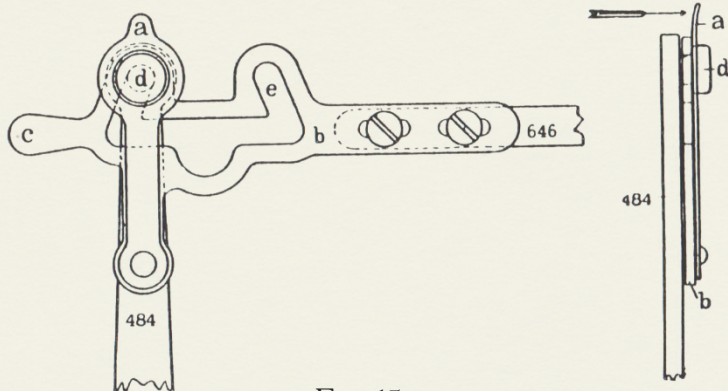


Fig. 15.

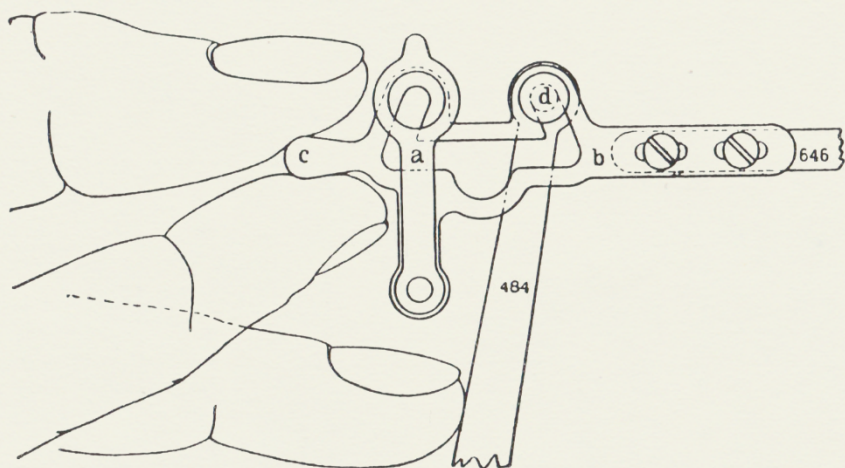


Fig. 16.

Wax matrices

If you want to produce wax matrices with the machine to obtain reproductions, the ink ribbon is deactivated as follows: Press the spring a to the side in the direction of the arrow in Fig. 15, lift the part b connected to the push rod 646 slightly by means of the handle c, press the drive lever 484 forwards (in the direction towards the inside of the machine) and allow the nipple d to slide into the slanted slot e (Fig. 16). The ribbon then stops working. On newer models this is achieved by turning a lever on the rear of the left-hand wall of the machine to point up.

There is no need to explain how to restore the previous state.



Technical



Changing the platen roller

If you want to change the platen roller (e.g. a hard one for a soft one), first push the small lever 346 (Fig. 4 and 7), which is located above the platen roller ratchet wheel, backwards.

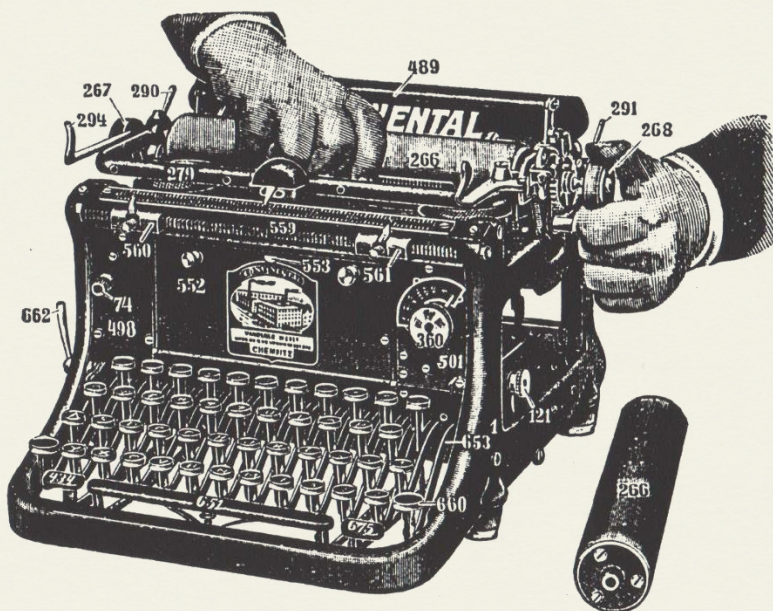


Fig. 17.

Then hold the platen roller firmly with one hand and unscrew the platen knob (right) and then the left hand knob (by turning to the left). The roller can now be lifted freely out of the carriage and replaced with another one. Make sure that the plate under the platen roller is returned to its correct position.

On machines that have paper fingers instead of a paper bail, the fingers that hold the edge of the paper must not come between the platen roller and the paper guide plate (under the platen roller).

Cleaning the machine

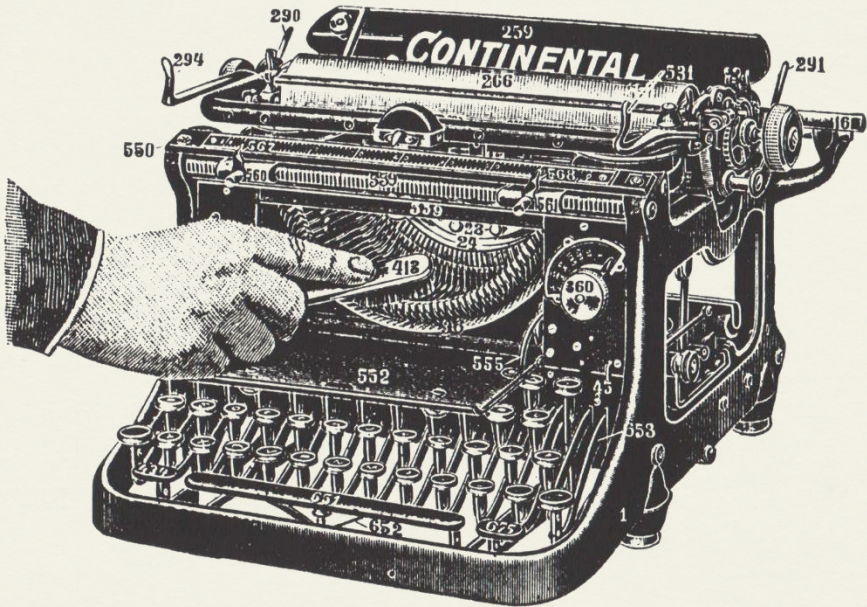


Fig. 18.

The machine should be cleaned frequently to remove dust and eraser crumbs using a brush and a fiber-free cloth. To clean the type, it is sufficient to place the brush, which may be slightly moistened with petrol, on the type and brush out the dye by moving it sideways. Closed characters, such as o d e b etc., can also be cleaned with a needle. **When using petrol, make sure that it never comes into contact with the rubber**

parts, as petrol dissolves the rubber. At night and during longer breaks in work, the protective box or wax cloth cover should always cover the machine.

Oiling the machine

Oil all points where friction occurs, i.e.: the carriage bearings, the roller bearing under the platen roller, the inclined surface of the left margin stop over which the front carriage stop slides, the line advance mechanism, the pivot points of the paper feed rollers, occasionally also the carriage shifting device and the ink ribbon drive wheel etc. The type levers may only be oiled at their pivot points and only very lightly. No oil may come into contact with the upper type lever guide.

Under no circumstances should the **platen roller freewheel** be oiled. You must therefore not attempt to spray oil into the cracks of the clutch housing, which is attached to the ratchet wheel, as the penetration of oil into the friction mechanism will disrupt its function.

A drop of oil, but no more, should be rubbed onto the carriage sliding rods 13 (Fig. 3 and 4) and 802 (Fig. 3 and 4).

Dust and old oil must be removed before oiling. Only the best, acid- and resin-free, low-viscosity bone or vaseline oil (also telegraph oil) should be used for oiling. After oiling, the oiled parts should be set in motion and any excess oil should be removed.

Removing and reinserting the type levers

To **remove a type lever**, use two fingers of your left hand to press either of the two buttons no. 28 (Fig. 19), which are visible at the front of the type lever segment.

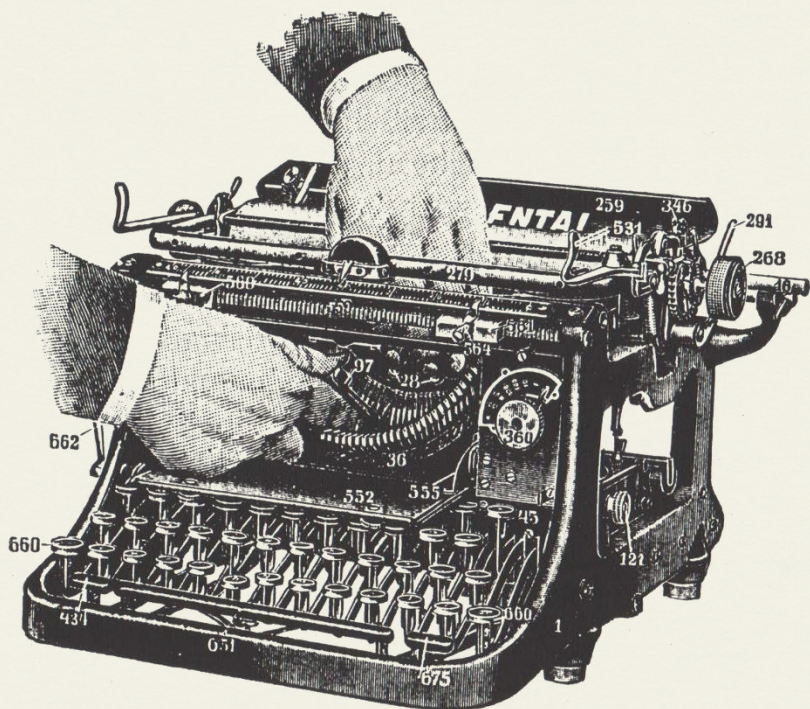


Fig. 19.

Grasp the type lever with your right hand at the same time and pull it outwards by applying slight pressure upwards and towards the center of the segment. As soon as you feel the lever move outwards, it is no longer necessary to press the two buttons. The type lever is then still connected to the pivot pin of the intermediate lever, which mediates the drive between the key lever and type lever. By pushing the type lever back and

down, the pivot pin is brought out of the lower slot on the type lever and the lever is free.

Inserting the type lever is also not difficult. The key lever belonging to the type lever is pressed down with the left hand; this reveals the pivot pin of the intermediate lever on the lower edge of the type lever segment. The type lever is hung on this pivot. Now release the key lever and insert the type lever into the slot of the type lever segment and press it into the axle with a slight backward pressure, which must also be directed towards the center of the type lever segment. When inserting the type lever, you will see the buttons No. 28 move back and, when the type lever is in the correct position, spring back. Press the key to ensure that the type lever is working correctly.



◆ ◆ ◆

The purpose of the tabulator is to automatically adjust the carriage of the typewriter for setting up columns or filling in headings and thus to make the typewriter usable for issuing invoices and cost estimates, as well as for drawing up balance sheets, statistics, etc., and generally for producing tabular work.

The tabulator can also be used to advantage in ordinary correspondence by using it to set the carriage correctly and evenly at the beginning of new paragraphs, to write the date, prices or special information and lists within the letter.

It should be noted in particular that the Continental tabulator places numbers one below the other as they have to be for the purpose of addition, i.e. one below one, tens below tens, etc. The Continental tabulator is therefore **not to be compared** with certain similar devices of other systems, which are also wrongly called tabulators, but are in reality only **simple column adjusters**, which can automatically guide the carriage to certain positions, but which do not make it possible to place numbers "digitally" one below the other.

The following are instructions for using the Continental tabulator, as well as some samples of tabular work which illustrate the versatility of the tabulator. We would particularly like to point out the sample of a short letter in which the tabulator was used no less than 22 times. This is a fitting refutation of the frequently encountered view that the tabulator is only useful for writing out invoices.

Operating the Tabulator

is the simplest imaginable; it consists of the following operations:

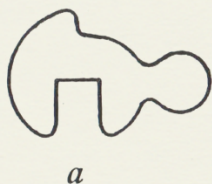


Fig. 21.

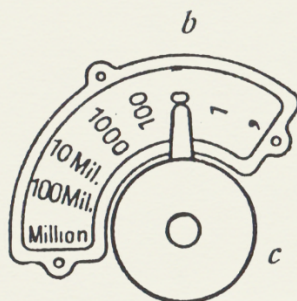


Fig. 22.

1. **Set the tabular stops** a on the tab rack located at the rear of the machine,
2. **Turn the tabulator** pointer b to the place value of the number to be written (this is done by turning the knob c connected to the pointer),
3. **Press the tabulator button** c.

The most important of these is the correct setting of the tabulator tabs. The following rule applies here:

1. **If you want to write words**, the tab is set to the number of the tabulator rack at which the word begins (the scale of the paper bail mounted horizontally in front of the platen roller corresponds to the scale of the tabulator rack). In example 1, the first letters of the first word column are at 15; consequently, the tab is also set to the number 15 on the tabulator rack. 2.
2. **If you want to write amounts of money**, the tab is set to the number on the scale where the hyphen (or comma) is between the mark and the penny amount (example 2).
3. **If you want to write whole numbers** (numbers without decimal fractions), place the tab where the decimal point would be if a decimal fraction were added to the number (example 3)

Example 1

15

Mannheim

München

Frankfurt a. M.

Example 2

45

1234,12

216,75

98127,34

3,18

22,17

4331,99

Example 3

60

1234

26

451317

4

318

9112

The operation of the tabulator is now explained using an everyday example from office practice, namely by showing how to fill in an invoice form using the tabulator.

Rechnung für Herren FERD. MÜLLER & CO., DRESDEN

Konditionen: Zahlbar binnen 30 Tagen vom Fakturendatum mit 2 % Skonto.				
Nummer	Stückzahl	Warenbezeichnung	Einzelpreis	Gesamtpreis
A & K		Wir sandten Ihnen per Bahn:	M 2	M 2
1550	2	Fässer Maschinenöl netto 340 kg % kg	27, --	91,80
10	14	20	60	72

First, when inserting the form into the machine, make sure that it lies exactly against the guide rulers, which are attached to the left and right of the paper table.



Fig. 23.

Then feed the paper into the machine until the paper bail is on the invoice headings.

According to the rules on page 39, it is easy to set the tabulator tabs correctly. Let's start with the first column, at the top of which is the word number (Nummer) and into which the number 1550 is to be entered. The comma after the number would be placed at "10" on the front scale, so according to rule 3, the tabulator tab should also be set to "10". The value of the number 1550 to be entered in this column is 1000, so turn the tabulator pointer to 1000 (Fig. 25) and then press the

tabulator button. This causes the carriage to slide automatically to where you need it to in order to be able to enter the number 1550 correctly in the heading.

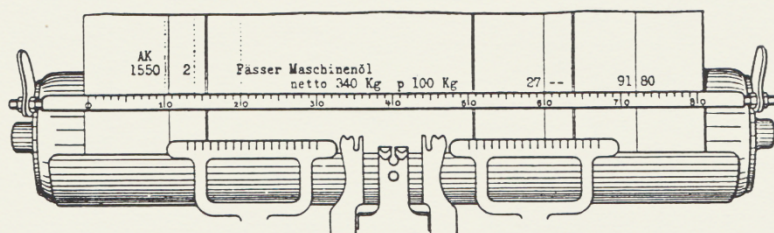


Fig. 24.

When entering further numbers in this section, proceed in the same way, except that you must always be guided by the digit value of the numbers to be entered and set the pointer accordingly. For example, if the number is 15230, set the pointer to 10000; if it is 550, set it to 100.

The same rules must be observed when filling in the second section, as this also involves entering whole numbers.

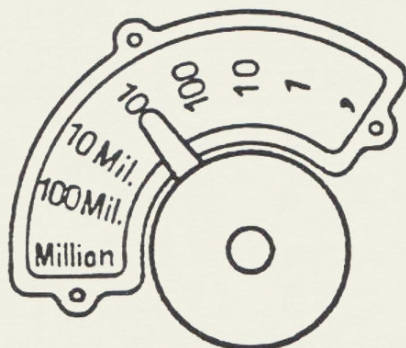


Fig. 25.

10

20

30

45

Herren

Chemnitz, den 1. Mai 1913.

G e b r ü d e r B a u e r ,

M a g d e b u r g .

Wir empfangen Ihre werthe Zuschrift von gestern und ent-
nahmen derselben

M 1000.-- Check auf Berlin

" 500.-- per 1. Juni a. c. auf Leipzig

" 50.-- in Coupons, welche wir zuzüglich

" -.50 Porto, mit zusammen

M 1550.50 verbindlichst dankend zum Ausgleich un-
serer Rechnungen verwendet haben.

Wir empfehlen uns, stets gerne zu Ihren Diensten

mit vorzüglicher Hochachtung!

The tabulator was used 22 times to write the above letter

In the third section, product descriptions (Warenbezeichnung), i.e. words, are to be entered. Here you follow our rule 1, i.e. you set the tab to the number where the first letter of the word is located, in this example to 20. The tabulator pointer must be turned so that it points to the comma.

The fourth and fifth headings are to be filled in with marks and pennies. Our rule 2 applies here, i.e. the tabulator tabs are placed on the numbers where the dividing lines are between the mark and penny amounts, in this case 60 and 72.

As you have seen, 5 tab stops are needed to complete our invoice, and these are to be set as follows:

For the category "Number" (Nummer).....	10
"Quantity" (Stückzahl).....	14
"Goods" (Waren)	20
"Unit price" (Einzelpreis)	60
"Total price" (Gesamtpreis)	72

The tab position is now correct for all further forms of the same type, provided that you place them exactly on the guide rulers on the paper table when inserting them into the machine.

It is very common in commercial documents to produce lists like the one below. Here the tabulator proves to be particularly useful, because if only one tab is used, the carriage can be set correctly by the tabulator for both the currency sign and the monetary amounts. Assume, for example, that the amount M. 550.50 is to be written in such a way that the decimal point is at the number 30 on the front scale.

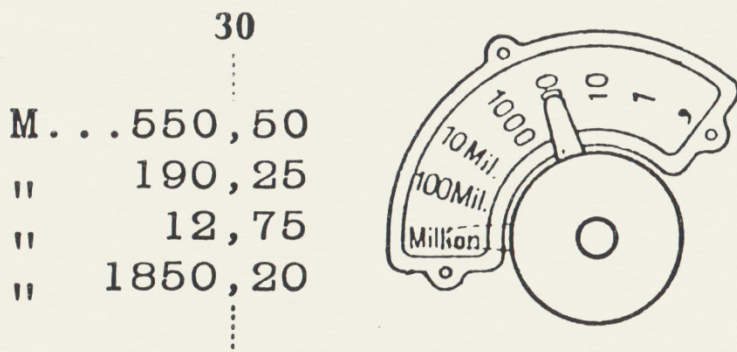


Fig. 26.

You then set the tab to the number 30 of the tab track and turn the tabulator pointer all the way to the left, namely to "Million". If you now press the tabulator button, the carriage automatically adjusts itself so that the type stop is seven places before "30", i.e. to "23". This has just been achieved by turning the tabulator pointer seven places to the left. Now write the mark character; it is just in the right place. Then turn the tabulator pointer to "100" (because the amount to be written has three digits) and write 550.50 (see above).

The example on page 42 shows that the tabulator can also be used to advantage in ordinary correspondence, for example to set the carriage for the paragraphs, for the date, for the place name of the address, for the closing formula and for lists within a letter. In the sample of a payment confirmation reproduced here, the tabulator has been used no less than 22 times. It can be seen from all this that it is only through the tabulator that the typewriter becomes a truly perfect writing instrument that meets all the requirements of office practice.



Tetzner & Zimmer, Chemnitz.

